

ORDINANCE NO. \_\_\_\_ OF 2021

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SHREVEPORT UNIFIED DEVELOPMENT CODE, BY REZONING PROPERTY LOCATED ON THE SOUTH SIDE OF BERT KOUNS INDUSTRIAL LOOP EXPY, APPROX. 520' EAST OF LINWOOD AVE., SHREVEPORT, CADDO PARISH, LA., **FROM C-3, GENERAL COMMERCIAL DISTRICT TO C-4, HEAVY COMMERCIAL DISTRICT**, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BY:

SECTION I: BE IT ORDAINED by the City Council of the City of Shreveport, Caddo Parish, LA, in due, legal and regular session convened, that the zoning classification of property located on the south side of Bert Kouns Industrial Loop Expy, approx. 520' east of Linwood Ave., Shreveport, Caddo Parish, Louisiana, legally described below: be and the same is hereby changed **from C-3, General Commercial District to C-4, Heavy Commercial District**

4.117 ACS. M/L- LOT 1, AUTO BODY EXPRESS COMMERCIAL SUBDIVISION, SECTION 11, T16N, R14W, Caddo Parish, Louisiana.

BE IT FURTHER ORDAINED that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this ordinance which can be given effect without the invalid provisions, items, or applications and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED that all ordinances or parts thereof in conflict herewith are hereby repealed.

21-199-C  
CROSS DEVELOPMENT

**SHREVEPORT METROPOLITAN PLANNING COMMISSION OF CADDO PARISH  
SUMMARY MINUTES OF THE PUBLIC HEARING JANUARY 5, 2022**

A regularly scheduled public hearing of the Shreveport Metropolitan Planning Commission of Caddo Parish was held on Wednesday, January 5, 2022 at 3:00 p.m. at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. The members met virtually on January 4 for case manager presentations.

**Members Present**

Winzer Andrews, Chair  
Curtis Joseph, Vice Chair  
Chris Elberson, Secretary  
Laura Neubert  
Rudy Morton  
Gabriel Balderas  
Rachel Jackson  
Bill Robertson

**Staff Present**

Alan Clarke, Executive Director  
Stephen Jean, Deputy Director  
Reginald Jordan, Zoning Administrator  
Adam Bailey, Community Planning & Design Manager  
Jasmin Samuels, Executive Assistant  
Manushka Desgagne, City Attorney's Office

**Members Absent**

Harold Sater

The hearing was opened with prayer by **MS. JACKSON**. The Pledge of Allegiance was led by **MS. NEUBERT**.

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers should speak clearly into the microphone & give their name & mailing address for further reference. Comments on any item not on the agenda will be limited to 3 minutes at the end of the public hearing. Any written comments that were submitted may be viewed in the public record files.

All decisions rendered by the Metropolitan Planning Commission are subject to appeal to the appropriate governing body, either the City Council or the Caddo Parish Commission. Appeals must be filed within 10 days from the date a decision is rendered by the Metropolitan Planning Commission.

A motion was made by **MR. ELBERSON**, seconded by **MS. NEUBERT**, to approve the minutes of the December 1, 2021 public hearing as submitted.

The motion was adopted by the following 7-0 vote: Ayes: Messrs. **ANDREWS, ELBERSON, JOSEPH, MORTON, ROBERTSON**, and Meses. **JACKSON & NEUBERT** Nays: **NONE**. Absent: **BALDERAS, & SATER**

**PUBLIC HEARING**

**CASE NO. 21-199-C ZONING REQUEST**

Applicant: Cross Development  
Owner: Dox Properties  
Location: 400 Blk BERT KOUNS INDUSTRIAL LP (South side of Bert Kouns Industrial Loop Expy., approx. 520' east of Linwood Ave.)  
Existing Zoning: C-3  
Request: C-3 to C-4  
Proposed Use: Vehicle Repair/Service – Major

**Representative &/or support:**

Joe Dell 4336 Marsh Ridge Road, Carrollton, TX 75010

Mr. Dell stated they would like to rezone the property to allow for an automotive repair major use. He stated they agree with the staff's assessments and comments.

Ms. Neubert asked about a brief understanding of the difference on how you're operating now compared to how you're going to be operation with this change.

Mr. Dell stated the current zoning is C-3 which he doesn't believe allows an automotive repair major as a use and so they are going to be operating auto body minor, he thinks is oil change places and minor work. He stated they are actually a auto body shop which was presented there a while back. He stated he did not know the outcome of that one, but auto body major is what they are requesting for on this side which is an auto body shop, paint and body.

**Opposition:**

There was no opposition present.

**A motion was made by MR. JOSEPH, seconded by MR. MORTON To recommend this application for approval**

**The motion was adopted by the following 8-0 vote: Ayes: Messrs. ANDREWS, BALDERAS, ELBERSON, JOSEPH, MORTON, & ROBERTSON, and Meses. JACKSON & NEUBERT Nays: NONE. Absent: Messrs. SATER**



## STAFF REPORT – CITY OF SHREVEPORT

JANUARY 5, 2022

**AGENDA ITEM NUMBER: 8**

**MPC Staff Member:** Austin Chen

**City Council District:** E/Jackson

**Parish Commission District:** 10/Chavez

**CASE NUMBER 21-199-C: ZONING REQUEST**

**APPLICANT:** CROSS DEVELOPMENT  
**OWNER:** Dox Properties  
**LOCATION:** 400 BLK BERT KOUNS INDUSTRIAL LP (Southside of Bert Kouns Industrial Loop Expy., approx. 520' east of Linwood Ave.)  
**EXISTING ZONING:** C-3  
**REQUEST:** C-3 to C-4  
**PROPOSED USE:** Vehicle Repair/Service - Major

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**DESCRIPTION:** The applicant is requesting rezoning of a 4.12-acre tract of vacant land from C-3 (General Commercial) to C-4 (Heavy Commercial) for Vehicle Repair/Service - Major. Adjacent to the South, West, and East are zone C-3. Across the Bert Kouns Industrial Loop is zoned C-3.

There is one previous case associated with this property: approval of rezoning to B-3 (Community Business, C-3 under UDC) for a Car Rental and Auto Body Repair Shop (C-68-16). Nearby relevant cases include: approval of rezoning to B-3 (Community Business; C-3 under UDC) for a for B-3 development (C-30-13; C-72-12; C-14-99) and a convenience store (C-59-04), a car wash (C-97-94), a shopping center (C-78-94), and a truck stop/gaming establishment (C-34-95); approval of rezoning to B-2 (Neighborhood Business, C-2 Corridor Commercial under UDC) for a hospital (C-132-83). Denial of rezoning to B-2 for a convenience store (C-54-82).

Nearby neighborhoods include: Boggy Bayou, Brookwood, Southern Hills, Suburban Acres, Wallace Lake Heights.

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**REMARKS:** The applicant is requesting rezoning of a 4.12-acre tract of vacant land from C-3 (General Commercial) to C-4 (Heavy Commercial) for Vehicle Repair/Service – Major. According to the satellite map from Google, the subject property has been vacant since 1985. There is not any residential within 400 feet. The subject property is entirely surrounded by C-3 business zoning districts.

As stated in Article 4.3 of the Unified Development Code (UDC), C-4 is defined as "The C-4 Heavy Commercial Zoning District is intended for areas of more intense commercial use, including uses related to motor vehicles and those that may require outdoor storage. Because of the impacts from more intensive commercial uses, the district regulations ensure that setbacks, buffering, and site development controls are in place to mitigate negative impacts on neighboring uses." The permitted by right uses in C-4 zoning district include Agriculture, Amusement Facility – Indoor, Amusement



## STAFF REPORT – CITY OF SHREVEPORT

Facility – Outdoor, Animal Care Facility, Animal Shelter, Animal Shelter – Operated by Public Authority, Art Gallery, Arts Studio, Automated Teller Machine – Standalone, Body Modification Establishment, Brewery, Broadcasting Facility TV/Radio - With Antennae, Broadcasting Facility TV/Radio - Without Antennae, Bus Transfer Station, Retail Sales of Alcohol-Beer/Wine, Business Support Services, Car Wash, Commercial Facility For Pop-Up Use, Contractor Office, Cultural Facility, Day Care Center, Distillery, Drive-Through Facility, Dwelling – Above the Ground Floor, Educational Facility - Primary or Secondary Financial Institution, Financial Institution with Drive-Through, Food Truck and Trailer Vendor, Funeral Home, Furniture, Furnishings and Equipment Sales, Gas Station, Government Office, Greenhouse/Nursery – Retail, Healthcare Institution, Heavy Retail, Rental, and Service, Hotel, Industrial - Artisan Industrial Design, Industrial Services, Live Performance Venue, Lodge/Meeting Hall, Medical/Dental Office, Office, Retail Sales of Alcohol-Liquor ,Outdoor Dining, Parking Lot (Principal Use)Parking Structure (Principal Use)Passenger Terminal, Personal Service Establishment, Place of Worship, Public Park, Public Safety Facility, Public Works Facility, Reception Facility, Research and Development, Residential Care Facility, Restaurant Retail Goods Establishment Self-Service Ice Vending Unit, Self-Storage Facility: Climate-Controlled, Self-Storage Facility – Outdoor, Shelter Housing, Social Service Center, Soup Kitchen, Soup Kitchen, Accessory, Specialty Food Service, Storage Yard – Outdoor Utility, Vehicle Dealership – Enclosed, Vehicle Dealership – With Outdoor Storage/Display, Vehicle Operation Facility, Vehicle Rental – Enclosed Vehicle Rental – With Outdoor Storage/Display, Vehicle Repair/Service– Major, Vehicle Repair/Service – Minor Winery, Wireless Telecommunications – Attachments to Existing Structures (Other than Towers)Wireless Telecommunications – Modifications Farmers' Market, Temporary Outdoor Events, Temporary Sale of Non-Seasonal Merchandise, and Temporary Seasonal Sales..

The subject property is in a large area of a C-3 commercial zoning. The subject property is entirely surrounded by C-3 business districts. The nearest residential area which can be reached by road is approximately 0.3 miles away. Several businesses near the subject property include a gas station, liquor sales, car wash, supermarket, heavy retail, rental, and service, and several fast-food restaurants. All the possible C-4 uses are compatible with what exists in the area. The subject property is on W Bert Kouns Industrial Loop, which is one of the city's heavily traveled thoroughfares, it is also close to one of the interchanges of I-49. Approval of rezoning to C-4 would not introduce incompatible uses into the area.

Regarding the future land use of this site, the Future Land Use Map of the 2030 Great Expectation Master Plan shows the subject property is zoned General Commercial. The C-4 Heavy Commercial District would be consistent with the intentions of the Master Plan. Additionally, the subject property has been vacant since 1985. Allowing the applicant to develop the land may have a positive effect on the economy of the nearby community. It will also strengthen the commercial attributes of the nearby commercial corridor, which may bring more opportunities to the community.

Field observations revealed on December 17; the subject property is still undeveloped. The overall terrain of the subject subdivision area is relatively flat, suitable for Vehicle Repair Shop. A car wash

## STAFF REPORT – CITY OF SHREVEPORT

and gas station are very close to the subject property. If approved, the proposed use would complement the existing automobile service uses in the immediate area. The subject property is surrounded by a robust commercial atmosphere, and there is no residential area directly adjacent to it. Therefore, approval of rezoning to C-4 would not introduce incompatible uses into the area.

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### STAFF

**ASSESSMENT:** Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that approval of C-3 (General Commercial) to C-4 (Heavy Commercial) is warranted, due to the compatibility with the surrounding area.

Alternatively, based on information provided at the public hearing the MPC may:

1. Approve the rezoning request for a different zoning type.
2. Deny the zoning request.

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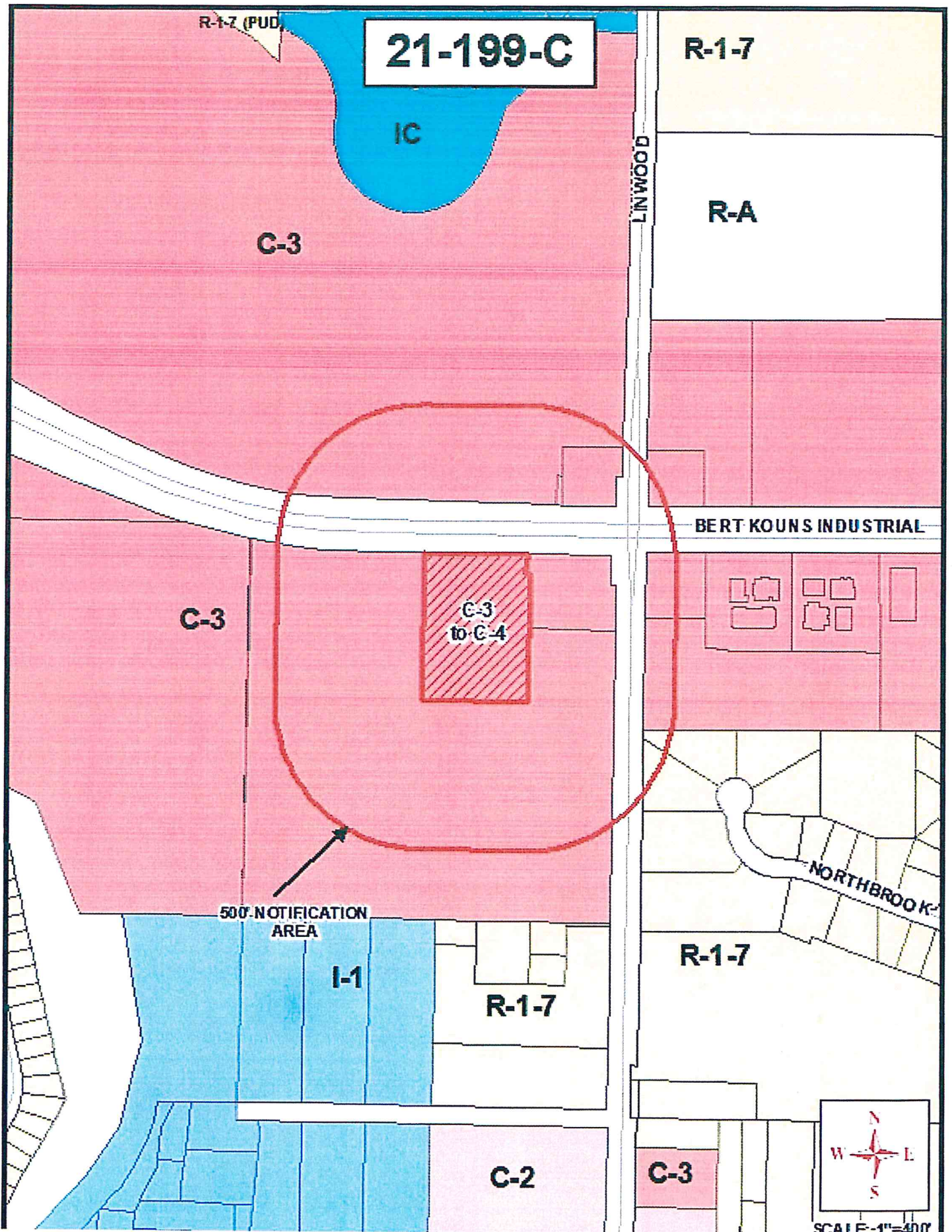
**PUBLIC ASSESSMENT:** One spoke in support. There was no opposition present.

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### MPC BOARD

**RECOMMENDATION:** The Board voted 8-0 to recommend this application for approval.







# 21-199-C AREA REF MAP

BERT KOUNS INDUSTRIAL

BERT KOUNS INDUSTRIAL

C-3  
to C-4

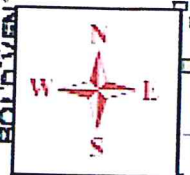
CROOKED CREEK

NORTHBROOK

LINWOOD

FLOURNOY LUCAS

BOLDVENTURE



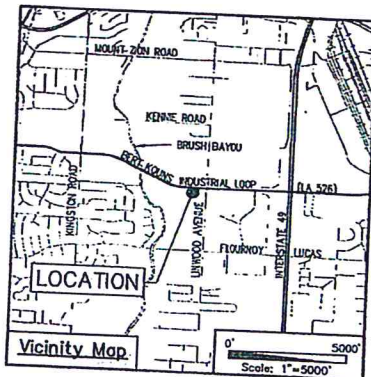
SCALE 1"=500'





# AUTO BODY EXPRESS COMMERCIAL SUBDIVISION

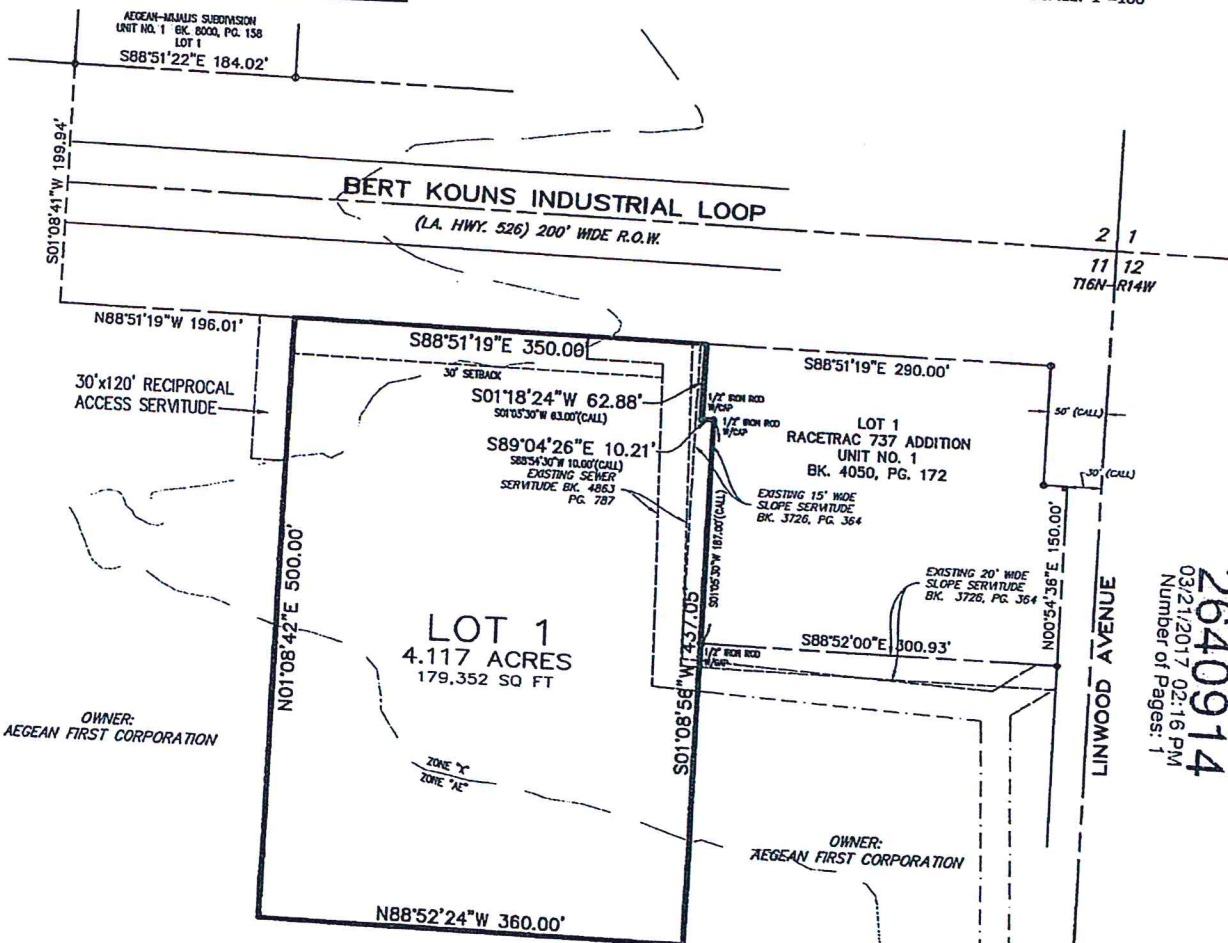
BEING A 4.117 ACRE (MORE OR LESS) SUBDIVISION IN THE EAST HALF OF SECTION 11, TOWNSHIP 16 NORTH, RANGE 14 WEST, SHREVEPORT, CADDO PARISH, LOUISIANA.



SURVEYOR DOES NOT GUARANTEE TITLE, OWNERSHIP OR THAT ALL SERVITUDES OF RECORD OR USE AFFECTING THIS PROPERTY ARE SHOWN HEREON. THE TITLE, OWNERSHIP, SERVITUDES AND RESTRICTIONS SHOWN ARE LIMITED TO THOSE SET FORTH IN THE INFORMATION PROVIDED TO THIS FIRM. THE SURVEYOR HAS NOT MADE A COMPREHENSIVE TITLE SEARCH OR PUBLIC RECORD SEARCH IN COMPILING THE DATA FOR THIS MAP.



**NORTH**  
DATE: September 6, 2016  
SCALE: 1"=100'



Wike Spence, Caddo Clerk of Court  
2640914  
03/21/2017 02:16 PM  
Number of Pages: 1

## NOTES:

1/2" DIA. IRON PIPES SET AT ALL CORNERS UNLESS SHOWN OTHERWISE.

SUBJECT TRACT IS LOCATED IN ZONE "AE" PER FLOOD INSURANCE RATE MAP PANEL NUMBER 22017C0469H DATED MAY 19, 2014. BFE=170.0, MINIMUM FF TO BE 1 FOOT ABOVE BFE.

BEARINGS ARE GRID, L.A. NORTH ZONE, NAD '83.

THE UNDERSIGNED OWNER HEREBY AUTHORIZES THE PLATTING AND RECORDING OF THIS SUBDIVISION.

RECORD OWNER:

AEGEON FIRST CORPORATION

OWNER:  
AEGEON FIRST CORPORATION



HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE LOUISIANA "STANDARDS OF PRACTICE" FOR A CLASS "B" PROPERTY BOUNDARY SURVEY.

I HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ORDINANCE NO. 115 OF 1970, AND AMENDMENTS THERETO AND R.S. 33:5051.

APPROVED:

*Gus S. Mijalis*  
GUS S. MIJALIS, PRESIDENT

2/8/17  
Date

*[Signature]*  
City Engineer

3/16/17  
Date

*Johnnie A. Craig*  
Johnnie A. Craig

9/19/16  
Date





PROPOSED  
**ZONING  
CHANGE**  
CALL  
**673-6480**  
METROPOLITAN  
PLANNING  
COMMISSION

2/23/2021









12/23/2021

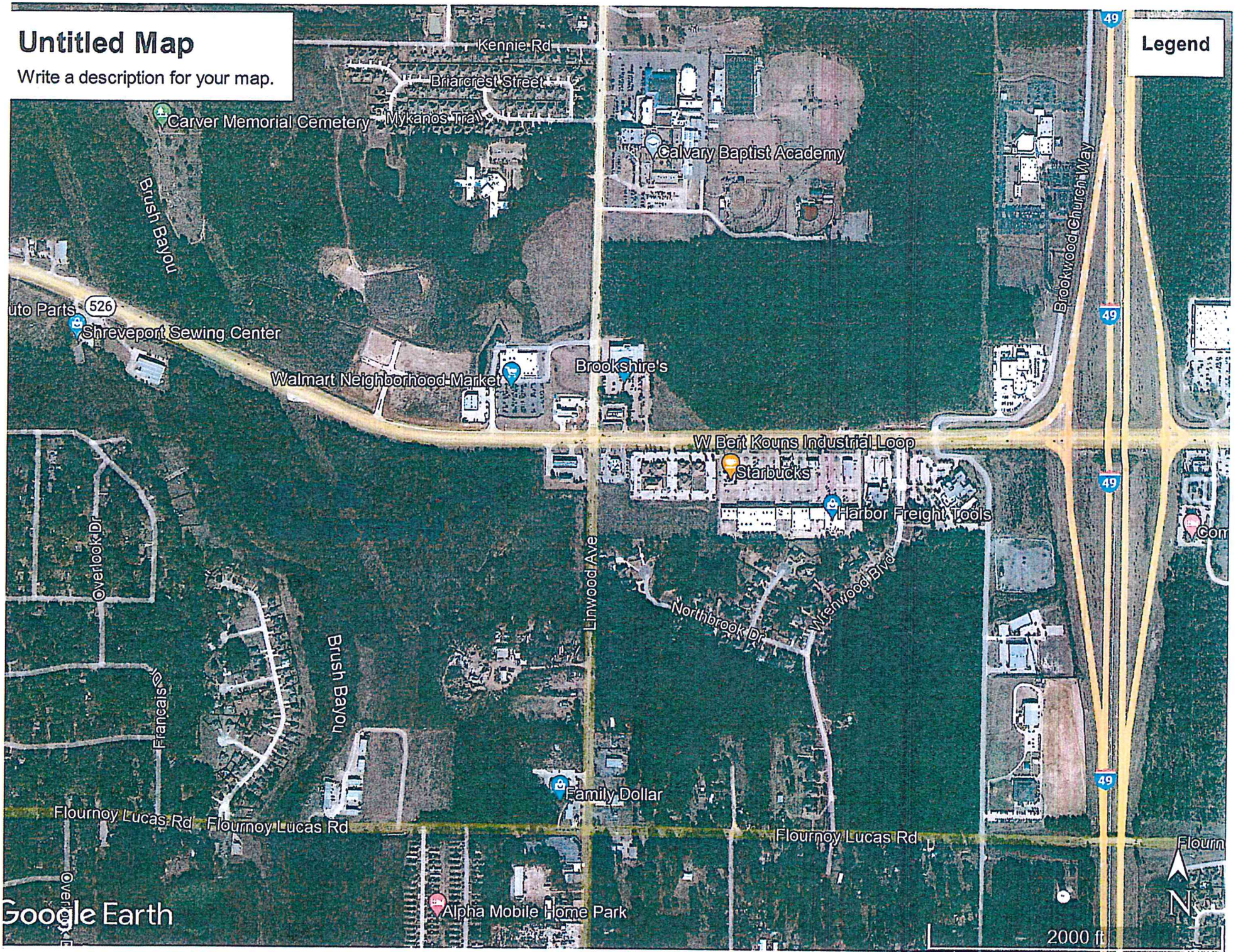






# Untitled Map

Write a description for your map.







UDC City of Shreveport  
Revised August 21, 2020

### Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

## UDC DEVELOPMENT APPLICATION

Members of the MPC's Land Development department are available to outline the development review process, verify submittal requirements and identify UDC requirements specific to all development requests.

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY					
Date: _____ Planner: _____ Case No: _____ Application Fee: _____					
<b>Project Name:</b> <u>CALIBER COLLISION</u>					
<b>Associated Case:</b> <u>N/A</u>					
<b>Project Address/Location:</b> <u>SOUTH SIDE OF BERT KOUNS, 0.7 MILES WEST OF I-49. SEE VIGNITY MAP</u>					
<b>Current Zoning District:</b> <u>C-3</u>	<b>Proposed Zoning District (if applicable):</b> <u>C-4</u>	<b>Parcel Number(s):</b> <u>161411051000100</u>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> Zoning Map Amendment (Rezoning)  <input type="checkbox"/> Special Use Permit  <input type="checkbox"/> Preliminary &amp; Final Plat (7 or more lots)  <input type="checkbox"/> Final Plat (Less than 7 lots)  <input type="checkbox"/> Re-Plat               </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Planned Unit Development (PUD)                    Zoning Map Amendment and Preliminary Site Plan  <input type="checkbox"/> PUD Site Plan (Administrative)  <input type="checkbox"/> Small Planned Unit Development (SPUD)                    Zoning Map Amendment and Site Plan               </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Public Right-of-Way Closure and Abandonment  <input type="checkbox"/> Site Plan Approval  <input type="checkbox"/> Site Plan Revision  <input type="checkbox"/> Site Plan Modification  <input type="checkbox"/> Other: _____               </td> </tr> </table>			<input checked="" type="checkbox"/> Zoning Map Amendment (Rezoning) <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Preliminary & Final Plat (7 or more lots) <input type="checkbox"/> Final Plat (Less than 7 lots) <input type="checkbox"/> Re-Plat	<input type="checkbox"/> Planned Unit Development (PUD) Zoning Map Amendment and Preliminary Site Plan <input type="checkbox"/> PUD Site Plan (Administrative) <input type="checkbox"/> Small Planned Unit Development (SPUD) Zoning Map Amendment and Site Plan	<input type="checkbox"/> Public Right-of-Way Closure and Abandonment <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Site Plan Revision <input type="checkbox"/> Site Plan Modification <input type="checkbox"/> Other: _____
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<b>(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)</b> <u>SEE THE ATTACHED PLAT &amp; SURVEY</u>					
<b>(street address and/or frontage, and distance to cross street)</b> <u>SOUTH SIDE OF BERT KOUNS, 0.7 MILES WEST OF I-49. I HAVE ATTACHED A VIGNITY MAP</u>					
<b>PERMITTED USE OF THE PROPERTY</b> <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Townhouse Residential <input type="checkbox"/> Duplex Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial					
<b>Provide a brief explanation, attach additional sheets, if necessary</b> <u>VEHICLE REPAIR SHOP</u>					





UDC City of Shreveport  
Revised August 21, 2020

### Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

## UDC DEVELOPMENT APPLICATION

<b>1. ZONING INFORMATION</b>		<b>2. BUILDING INFORMATION</b>	
Current Zoning District(s): <b>L-3</b>	Proposed Zoning District(s): <b>L-4</b>	Proposed Building Use(s): <b>VEHICLE REPAIR</b>	
If more than one district, provide the acreage of each: <b>N/A</b>		Existing Building(s) sq. ft. gross: <b>N/A</b>	
Special Purpose Overlay District (if applicable): <b>N/A</b>		Proposed Building(s) sq. ft. gross: <b>16,100 SF</b>	
Total Site Acres: <b>4.119</b>		Total sq. ft. gross (existing & proposed): <b>16,100</b>	
Off-Street Parking Required:		Proposed height of building(s):      Number of stories:	
Off-Street Parking Provided:		Ceiling height of First Floor:	
<b>3. DIMENSIONAL STANDARDS</b>			
Lot Area (square footage): <b>179,424</b>		Lot Coverage (Total Area in square feet): <b>60,350</b>	
Lot Coverage Percentage of Total Lot Area: <b>≈ 33%</b>			
<b>4. ENVIRONMENTAL REGULATION</b>			
Existing Impervious Surface: <input type="checkbox"/> acres/square feet		Hazard Flood Area <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Impervious Surface: <b>60,350</b> acres/square feet		Red River <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cross Lake Watershed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Wetlands <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



Metropolitan Planning Commission

UDC City of Shreveport  
Revised August 21, 2020

**Land Development**

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

**UDC DEVELOPMENT APPLICATION**

**IMPORTANT  
NOTE ABOUT  
PROJECT  
CONTACT**

If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.

**NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS:** ALL property owners must sign. All property owners must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.

**APPLICANT CONTACT INFORMATION:**

Check if Primary Contact ☐

Name: JOE DELL Company: CROSS DEVELOPMENT  
E-mail: JOE@CROSSDEVELOPMENT.NET Phone: 214-619-8252 903-774-9444 cell  
Address: 4336 MARSH RIDGE RD. City: CARROLLTON State: TX Zip: 75010

**ARCHITECT CONTACT INFORMATION:**

Check if Primary Contact ☐

Name: Lance Rose Company: NCA  
E-mail: lance@ncapartners.com Phone: 214-3961-9901 x118  
Address: 5646 Milton St Suite 610 City: Dallas State: TX Zip: 75206

**ENGINEER CONTACT INFORMATION:**

Check if Primary Contact ☒

Name: MICHAEL KELSCH Company: RALEY AND ASSOCIATES, INC  
E-mail: MIKE@RALEYANDASSOCIATES.COM Phone: 318-752-9023 Fax: 318-752-9025  
Address: 4913 SHED RD. City: BOSSIER CITY State: LA Zip: 71111

**CURRENT PROPERTY OWNER CONTACT INFORMATION:**

Check if Primary Contact ☐

Name: JAMES STATEN FONTAINE Company: DOX PROPERTIES-SHREVEPORT  
E-mail: J.STATEN.FONTAINE@GMAIL.COM Phone: 318-510-7223 Fax: \_\_\_\_\_  
Address: 3701 BENJAMIN ROAD City: BOSSIER CITY State: LA Zip: 71111  
Designee Contact Name: J. STATEN FONTAINE Email Address: J.STATEN.FONTAINE@GMAIL.COM Phone Number: 318-510-7223

**PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:**

\_\_\_\_ I will represent the application myself; OR ☒ I hereby designate MICHAEL KELSCH, P.E. (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

**ACKNOWLEDGEMENT:**

I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.

Property Owner Signature \_\_\_\_\_ Date 11/12/21 Applicant Signature Joe Dell Date 11/11/21

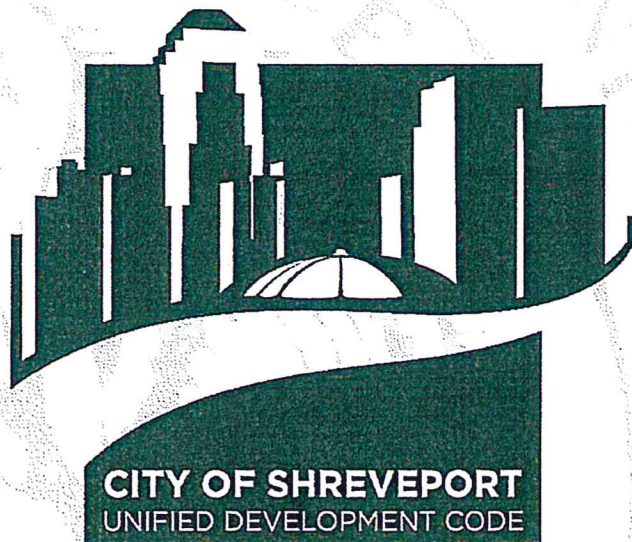


# Metropolitan**Planning**Commission

*City of Shreveport | Caddo Parish*

## Unified Development Code Zoning Checklist

A Checklist for Zoning Applications for the Unified Development Code  
(Revised August.21.2020)



**Land Development Department**

505 Travis Street, Suite 440



UDC City of Shreveport  
Revised August 21, 2020

### Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101  
318-673-6480 | fax 318-673-6461

## UDC ZONING CHECKLIST

The following information is required for all zoning map amendment requests (rezonings). Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for MPC Board consideration. Please provide a copy of the completed checklist with your application.

PLAN FORMAT AND GENERAL STANDARDS		TO BE COMPLETED BY STAFF
• <b>Application Form.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Application Fee Worksheet.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Subject Property Information with Accurate Parcel Description.</b> The owner must provide enough information about the location of the parcel to enable staff to locate the parcel with reasonable accuracy in relation to its neighbors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Property Ownership and Authorization.</b> Signed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Current Tax Certificate.</b> One copy from all taxing agencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Project Representative Designation Completed.</b> If applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Legal Description.</b> Legal identification of the property (i.e., plat and lot number or other legal description).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Owner.</b> Name and address of property owner, developer, and designer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Preparer's Name.</b> Label company name, name, address, and phone number of the plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block..	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROPERTY MAP INFORMATION		
• <b>Zoning Location Maps.</b> Two (2) 8-1/2" x 11" Zoning Location Maps at a Scale of 1"= 50' or 100' showing properties and streets at least within 300' of the subject property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>North Arrow.</b> Provide north arrow, graphic scale, and written scale in close proximity to each other. Orient plan so that north is to the top or left-hand side of the sheet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• <b>Title Block.</b> Title block shall be in the lower, right-hand corner of the plan. Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(Please refer to MPC web site at [www.shreveportcaddompc.com](http://www.shreveportcaddompc.com) for zoning map information)



**CC3825**

**NOTICE TO THE PUBLIC**

**Control #22007**

Notice is hereby given that the Shreveport Metropolitan Planning Commission of Caddo Parish, LA, will hold a public hearing on Wednesday, January 5, 2022, at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA,** for the purpose of considering the following subdivision applications &/or amendments to the City of Shreveport and Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

**CASE NO. 21-199-C ZONING REQUEST:** 400 BIK BERT KOUNS INDUSTRIAL LP. Application by CROSS DEVELOPMENT for approval to rezone property located on the south side of Bert Kouns Industrial Loop Expy, approx. 520' east of Linwood Ave., from C-3 General Commercial District to C-4 Heavy Commercial District, being more particularly described 4.117 ACS. M/L- LOT 1, AUTO BODY EXPRESS COMMERCIAL SUBDIVISION, SECTION 11, T16N, R14W, Caddo Parish, Louisiana.

Alan Clarke, Executive Director  
Metropolitan Planning Commission  
The Shreveport Times